

# Inclusion at Work: Managing Unconscious Bias Workbook

## *Instructions:*

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This workbook is designed to help you capture important reflections as you go through **Inclusion at Work: Managing Unconscious Bias** so that you can begin to connect what you've learned to your day-to-day work. Download a copy at the beginning of the course; you will be prompted to fill out specific sections at key points in the course. You can use your workbooks later as a reference and reminder of your takeaways from this course. And, if you are joining a team discussion after you finish the course, you can bring your completed workbook to that discussion.

## Section 1: Why Does Inclusion Matter to You?

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In the space below, reflect on your team.

- Do your colleagues feel included and that their ideas are valued? Why or why not?
- How does this impact your interactions with your colleagues and the effectiveness of the work you do?

Write here...

## Section 2: TIPs for Evaluating People

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Think about some of the scenarios where you evaluate people in your everyday work, both formally and informally. For example:

- Interviewing candidates for a role or considering people for promotions
- Reviewing performance
- Editing, reviewing, and/or giving feedback on someone's work
- Listening to ideas during meetings
- Reading and responding to emails

**What are some ways that you can incorporate the strategies of Time, Intention, and Process (TIP) in these evaluations?** In the space below, list two types of evaluations and one or two ways you can incorporate these TIPs into each.

Write here...

## Section 3: TIPs for Creating an Inclusive Environment

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In the space below, identify one or two types of day-to-day interactions that you have with your colleagues. What are some ways you can begin to incorporate TIPs (Time, Intention, and Process) into these situations?

Write here...

## Your Action Plan

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What are one or two actions you will take to manage unconscious bias in your work after this course?

Write here...

How will you hold yourself accountable? If you intend to share/discuss your plan with someone, who will it be? (Consider a teammate, manager, or even friend)

Write here...

How will you check back in to see what progress you've made?

Write here...